

2019

Policy Manual

Vulcan Golf and Country Club





POLICY MANUAL

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1. **AUTHORITY** (adopted January 2017)

The Vulcan Golf and Country Club Board of Directors (the Board) shall be responsible for the operation of the club. The Board and membership are governed by the constitution and by-laws incorporated under the *Societies Act* of the Province of Alberta. Any policy amendments shall be made according to these by-laws. This policy booklet has been established for the effective operation of the Vulcan Golf and Country Club (the Club). Any changes must be made by a majority vote of the Board. Notification will be recorded in the minutes of the board meeting.

2. **HARRASSMENT** (adopted October 2018)

The Vulcan Golf Club strives to provide an environment where people feel safe and comfortable. In this vain, the following Harassment Policy has been developed to ensure everyone – staff, members, and guests – are safe from all forms of harassment while on the Vulcan Golf & Country Club premises. Acts of harassment will not be tolerated.

1) Definitions

i. Psychological Harassment:

Any objectionable or unwelcome conduct, comment, or action that a person knows or ought reasonable to know or would cause offence or humiliation to an individual. Such behaviour need not be intentional to be considered harassment. This includes, but is not limited to, shouting or swearing at staff, members, or their guests.

ii. Sexual Harassment:

Any conduct, comment, or action that a person knows or ought reasonably to know would cause offence or humiliation to an individual based on gender. Any unwelcome sexual behaviour that adversely affects, or threatens to affect, directly or indirectly, a person's job security, working conditions or prospects for promotion or earnings; or prevents a person from getting a job, living accommodations or any kind of public service.¹

2) Purpose:

- i. The purpose of this policy is to ensure anyone that is subjected to harassment at the Vulcan Golf Club has an avenue to have his or her complaint addressed and that appropriate action is taken by the Board of Directors to prevent any further harassment, and/or to remove the source of the harassment.
- ii. Any harassment complaint deemed sufficiently severe may be referred to the proper legal authorities.

3) Procedures:

- i. All complaints of harassment must be submitted to the Board of Directors in writing, indicating the date of occurrence, a detailed description of the

¹

Alberta Human Rights Commission. (2018, October 06). Retrieved from Sexual Harrassment:

https://www.albertahumanrights.ab.ca/publications/bulletins_sheets_booklets/sheets/hr_and_employment/Pages/sexual_harrassment.aspx

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occurrence, the complainant's signature, and the initials of any witnesses. This written complaint may be forwarded through the Director of Golf or given directly to any board member. No verbal complaint will be considered.

- ii. The complaint will be investigated by the Board of Directors or their representative(s).
- iii. The Board of Directors will decide what course of action is to be taken as a result. All parties involved will receive a letter outlining this course of action.
- iv. If the Board of Directors decides that the indicated harassment was unintentional in nature, they will issue a letter cautioning further harassment after indicating that the harasser must be cognizant that offence was taken by their actions. A copy of this letter will be kept on file by the Board of Directors.
- v. If the Board of Directors decide that the indicated harassment was intentionally undertaken, a letter will be issued to the harasser indicating the offensive action, how it was interpreted by the complainant, and that any further harassment of this nature may lead to suspension – or in extreme cases, termination – of their membership.
- vi. The Board of Directors reserves the right to consider other courses of action, including but not limited to reporting the matter to the relevant legal authorities. Letters from the Board must be given to both parties and a copy kept on file.

3. TYPES OF MEMBERSHIPS (adopted January 2017)

- 1) Active(Adult) Member shall be a person who has attained the age of 19 years as of April 1st and has paid a membership to the Club
- 2) Junior Member shall be a person who has not attained the age of 19 years as of April 1st and has paid a membership to the Club.
- 3) Pre-Junior members shall be persons between the age of 7 and 11 years and has a paid membership to the Club. Pre-junior members do not have the right to vote nor are they eligible for any office in the Society. All other benefits and privileges of the Society are extended to Pre-Junior members when accompanied by an adult.
- 4) Student Members shall be a person who can validate full time attendance at an educational institution for the current year, and has not attained the age of 23 years as of April 1st.

4. RATES (revised October 2018)

- 1) Club dues and green fees are determined by the Board of Directors.
- 2) Membership dues are to be paid by May 1st of every year.
- 3) After May 1st, all play will be charged at green fee rates and membership privileges shall be suspended until dues are paid and the member has returned to member in good standing status.
- 4) Trail fees will be charged for all private golf carts.



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- 5) All members are required to purchase R.C.G.A. (Royal Canadian Golf Association, membership and handicap card).
- 6) Early-Bird Memberships may be offered and will be set annually by the Board of Directors.
- 7) Members of the Society will be notified of any changes to membership fees, due dates and benefit by email with any changes to regular membership fees.
- 8) All fees referred to within this policy manual will be listed on a rate sheet within Appendix A.

5. **MEMBERSHIP AND CONTRACT REFUNDS** (adopted January 2017)

Based upon an acceptable reason such as illness, injury or other extenuating circumstance, membership dues and golf cart contracts shall be eligible for a pro-rated refund. The member requesting the refund (or designate) shall communicate with the golf course via written correspondence (letter, email, etc.) stating a desire to receive a pro-rated refund of membership dues and provide a reason for that request to be considered. All refunds will be pro-rated using the date on the correspondence. Pro-rating will be determined by dividing the membership days remaining for the year by the membership days paid for by the membership. That fraction will be multiplied by the membership dues paid to arrive at a pro-rated refund amount. No requests will be considered after August 1 of any given year.

6. **BOOKING TEE-TIMES** (revised October 2018)

Members are strongly encouraged to provide the names of all the golfers in their group when booking on-line or by phone. Members may book 7 days in advance. If you require a special booking time or date, contact the Director of Golf. Phone lines are answered 30 minutes after opening hours. We ask members to notify the pro-shop ASAP when cancelling a tee-time.

7. **DIRECTOR OF GOLF OPERATIONS** (adopted January 2017)

The Director of Golf Operations shall be responsible to the Board of Directors, and will report to the President of the Board and a president appointed delegate. Typically, this would be the head of the House Committee or Vice President. The Director of Golf is responsible for performance and duties as detailed in the contract. The Director of Golf has the same rights as a member in good standing, other than voting privileges.

8. **FOOD SERVICES** (revised October 2018)

This shall be a contracted service, responsible to the Board of Directors, and will report to the President of the Board and a president appointed delegate. Typically, this would be the head of the House Committee or Past President. The Food Services Contractor is responsible for the performance and duties as detailed in the contract, and will work closely with the Director of Golf.

The contract for the operation of the kitchen will be sent out each year to tender, unless otherwise agreed on by the Board. In the event that the current kitchen contractor has provided satisfactory services, a motion to negotiate a new contract for the same contractor without inviting others to compete may be put to the Board for review and consideration. In the event that the motion is passed, the President and the head of the House Committee or board shall negotiate any new terms with the contractor with input from the house committee.

9. **GROUNDS SUPERINTENDENT** (adopted January 2017)

The Grounds Superintendent is responsible for the maintenance of the course. The Grounds Superintendent will report to the President of the Board of Directors and the Grounds Chairman and is responsible for the performance and duties as detailed in the contract. The Grounds Superintendent has the same rights as a member of good standing, other than voting privileges.

10. **SHOTGUN STARTS** (adopted January 2017)

- 1) Beginning of play should not commence until the shotgun is heard.
- 2) First call to your respective tee is 15 minutes prior to the shotgun start.

11. **LADIES LEAGUE** (revised October 2018)

- 1) The course is reserved Tuesday nights on the nine indicated for that week.
- 2) Ladies night will attempt to rotate nines every week and have a shotgun start.
- 3) Starting times are as follows:
 - i. May 1 – August 15: 6:00pm
 - ii. August 16 – September 30: 5:30pm
- 4) Ladies night is open to members only.
- 5) Cost is determined by the Ladies League Coordinator

12. **MEN'S LEAGUE** (revised October 2018)

- 1) The course is reserved Monday and Wednesday nights on the nine indicated for that week.
- 2) Men's night will attempt to rotate nines every week and have a shotgun start.
- 3) Cost is determined by the Men's League Captain/Men's Night Coordinator.
- 4) Starting times are as follows:
 - i. May: 5:30pm
 - ii. June 1 – August 15: 6:00pm
 - iii. August 16 – September 15: 5:30 PM
 - iv. September 15 – End of Season: As determined by Director of Golf and/or Men's League Captain
- 5) Men's night is open to members only who have registered on a team or have been signed up to spare until regular league and playoffs have been completed. Following that men's night activities are open to green fee "drop ins".



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13. CLUB CHAMPIONSHIPS (adopted October 2018)

- 1) All member age 19 and older are eligible to play in the Club Championship.
- 2) Fees for playing in the Club Championship are to be determined by the Director of Golf.
- 3) Trophies will be presented to the following Championship Categories.
 - i. Senior Men's Low Gross (65+ age category)
 - ii. Senior Ladies Low Gross (65+ age category)
 - iii. Men's Low Gross (under 65 age category)
 - iv. Ladies Low Gross (under 65 age category)
 - v. Overall Men's Club Champion (no age category)
 - vi. Overall Ladies Club Champion (no age category)
- 4) A Junior Member is eligible to play in the Club Championship with the following guidelines:
 - i. Between the age of 16-18
 - ii. Must have a valid handicap factor
 1. Male: 15 or less
 2. Female: 30 or less
 - iii. Exceptions may be made on a case-by-case basis. The decision will be left to the Director of Golf and/or Junior Chairperson and will be based on the maturity of the individual as well as their handicap factor.

14. DUSTY RHODES JUNIOR GOLF PROGRAM (adopted January 2017)

- 1) Is offered to junior members of the Vulcan Golf Club.
- 2) The lesson program will run between 4-6 weeks. Lessons are on Fridays at 1pm with golf to follow. Start and end date will depend on the weather.
- 3) The Vulcan Golf and Country Club reserves the right to remove any junior from the club for any amount of time for disciplinary actions.
- 4) The costs will be posted on rate sheet.

15. DRESS CODE (revised October 2018)

- 1) Golfers are expected to be dressed appropriately while on the golf course. The pro-shop staff may prohibit any improperly dressed person from golfing until the infraction is corrected.
- 2) The dress code will be posted in the pro-shop.
 - i. No gym shorts/"short shorts"
 - ii. No sweat pants
 - iii. No muscle shirts or tank tops
 - iv. No cut offs
 - v. No dirty or soiled clothing
 - vi. No improper footwear (i.e. cowboy boots, work boots, baseball cleats etc.)

16. POWER CARTS (adopted January 2017)

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- 1) If conditions warrant the restriction of power carts, the Grounds Superintendent in conjunction with the Director of Golf Operations will make the appropriate decision.
- 2) Power carts are not to be driven on the greens, tee boxes, or grass aprons or such areas as may be identified from time to time by the grounds personnel.
- 3) Power carts are limited to the maximum use of two persons and their equipment.
- 4) To rent a power cart the person must be at least 18 years of age with a major credit card.
- 5) All drivers of power carts will be 16 years of age or older.
- 6) Power carts are first come first serve. Reservations will be taken if there is a medical reason involved.
- 7) If a golf cart rider or driver has a handicapped parking permit, a handicap flag may be issued for the cart that will allow that cart to be driven near greens and tee boxes. Driving on green aprons or tee box surfaces is not allowed.

17. PRIVATE CARTS (revised October 2018)

- 1) When a member in good standing has a private cart with paid up trail fees and or cart shed fees, they may allow anyone they wish to use said cart.
- 2) It is strongly encouraged that non-family members rent a cart from the golf course.
- 3) All private golf carts must be mechanically sound.
- 4) All drivers must be 16 years of age or older.
- 5) The board will establish a maximum number of member owned carts that will have trail privileges and establish a seasonal rate. Both will be posted in the fee schedule.
- 6) Only members are allowed to own private carts.
- 7) Non-member carts are allowed on the course provided they have paid the non-member day rate for trail fees as posted in the fee schedule.

18. DRIVING RANGE (adopted January 2017)

- 1) All yearly driving range passes are non-transferable.
- 2) Rates will be as per fee schedule.

19. CART SHEDS (adopted January 2017)

VGCC owns the cart shed and the associated stalls. The following policies have been adopted:

- 1) Rates will be included on the rate sheet.
- 2) Only members in good standing will be allowed to rent parking stalls within the sheds.
- 3) The only exception to the above policy will be for members who have requested a leave of absence (in writing) from their standing membership and have received approval from the board.
- 4) Yearly Rental Fees will be paid by May 1 of the current year or the stall will be returned to the rental pool.
- 5) The term of the rental agreement runs May 1-April 30 of each year.
- 6) All cancelled rental agreements will generate a pro-rated refund.

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- 7) Rental agreements are non-transferrable and the stalls cannot be sub-leased. The stall cannot be part of any sales arrangement if a golf cart is sold.
- 8) If a stall remains vacant for a period exceeding 30 days during golf season, the member will be contacted by a Vulcan Golf and Country Club representative who may request that the stall be returned to the rental pool. The board reserves the right to cancel the rental agreement at any time if a proper justification for non-use has not been provided by the member.
- 9) Assigning stalls from the rental pool will be on a first come first served basis.
- 10) The board has the authority to leave stalls unrented if the space is needed for parking VGCC assets.
- 11) The Board has the authority to reassign cart stalls as required to provide access to electric power.
- 12) A waiting list will be maintained by the Director of Golf Operations who will contact a member from the list when spots become available. Only members in good standing can be on the waiting list.
- 13) Stall renters will maintain their area in a clean manner and will not perform any modifications or upgrades to their area without board approval.
- 14) Not complying with this policy and the terms of a written warning, would allow the board to cancel the rental agreement without notice and return affected stalls to the rental pool.

20. RICKSHAW PULL CARTS (adopted January 2017)

- 1) Yearly season passes are available (non-transferable).
- 2) Pull carts must be returned to the pro-shop area upon completion of your round.
- 3) Charges are listed in the fee schedule.

21. LOCKERS (adopted January 2017)

- 1) Lockers are available to members.
- 2) Lockers are rented out for the golf season.
- 3) The locker room will be locked nightly and re-opened once the course is opened in the morning.
- 4) Locker room will be locked each night.
- 5) Members are asked to keep this area clean.
- 6) Players are responsible for their own equipment.
- 7) All lockers must be cleaned out by October 15th each year.
- 8) The Vulcan Golf Club is not legally responsible for items left in the lockers.
- 9) Members are responsible for their own locks.
- 10) Fees are listed in the fee schedule.

22. RULES OF PLAY (adopted January 2017)

- 1) All members must register at the pro-shop with their booking number prior to tee-off.

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- 2) The rules of play are the rules and etiquette of golf approved by The Royal Canadian Golf Association-except where modified by local rules.
- 3) There is no beginning on the 10th unless given permission from the pro-shop staff.
- 4) The pro-shop controls the order of play.
- 5) At the discretion of the Director of Golf Operations, five-somes may be permitted.
- 6) Where a group loses distance of one clear hole, it must allow the group following to play through and it is the duty of the players following to insist on this right of order to speed up play.
- 7) Players are expected to replace divots or sand divot area and rake traps.
- 8) Pull carts should be kept off grass aprons as much as possible.
- 9) Greens keepers and grounds personnel have the right of way.
- 10) Members are asked to display their current bag tags and trail tags on power cart.

23. **HANDICAPS** (adopted January 2017)

- 1) Competitive golf requires an up-to-date handicap or you could be forced to play as a scratch (0) golfer.
- 2) An equitable stroke control adjusted score is to be recorded every time a player completes an 18-hole round or two nine-hole rounds (see Equitable stroke control chart or handicap manual for this method of adjusted score).
- 3) The Handicap Committee has the authority to adjudicate the legitimacy of the handicap of any member or guest.

24. **DISCIPLINE** (adopted January 2017)

- 1) While on the club premises, members and their guests are expected to maintain a standard of conduct that would be considered a credit to the club.
- 2) The board of directors has the authority to take disciplinary action as outlined in the by-laws.

25. **ACCOUNTS** (adopted January 2017)

Any members failing to pay their membership dues or any other indebtedness to the club may be suspended from the club.

26. **PERSONAL PROPERTY AND LIABILITY** (adopted January 2017)

- 1) Members are responsible for their own personal property left on the premises.
- 2) The Vulcan Golf and Country Club is not liable for any personal injury incurred on the premises.

27. **HOURS OF OPERATION** (revised October 2018)

The Board of Directors will determine the Clubs' hours of operation. The hours of operation can be found in Appendix B.



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28. **RULES OF GOLF** (adopted January 2017)

Local rules shall be in play as indicated on the scorecard or as posted by the Director of Golf Operations, as necessary.

29. **OUTSIDE ALCOHOL** (adopted January 2017)

- 1) The Golf Club's liquor license states that no outside alcohol is permitted on the property. All alcohol must be purchased from the Golf Club.
- 2) Violation of this Policy could result in immediate removal of the offender with no refund of fees paid.

30. **USE OF GOLF FACILITY AND EQUIPMENT BY STAFF** (updated October 2018)

- 1) All paid staff members have the privilege of golfing or using course amenities, such as golf carts, at times determined to be non-prime (as determined by the Director of Golf Operations).
- 2) Staff use must not displace paid members, displace green fee players, or affect revenue.
- 3) League play is allowed as part of this policy unless the staff member is occupying a spot within the league that could otherwise be filled by a paid member.
- 4) Club events can be attended as long as entry fees etc. are paid and no members or green fee players have been displaced.
- 5) Any Member in good standing who has paid their member fees, and who is hired for a paid position shall have his/her membership fees refunded pro-rated, effective their hire date.

31. **RECYCLE REVENUE FROM BOTTLES** (adopted January 2017)

- 1) All revenue derived from collecting empty bottles or cans from the clubhouse as table cleanups will be deposited in to general revenue.
- 2) All revenue derived from collecting empty bottles or cans will become the property of the hourly staff and will be dispersed in a manner acceptable to the Grounds Superintendent and the Director of Golf Operations.
- 3) All disputes that cannot be resolved satisfactorily will be brought to the board through the President for resolution.

32. **LIFE MEMBERSHIP** (adopted January 2017)

The following policy is used to clarify which individuals would qualify for life member designation, what criteria will be used to make that determination and what privileges would accompany that status.

- 1) All candidates will require a sponsor who will provide a petition with 20 member signatures plus the sponsor that will be presented to the board to initiate the evaluation process.

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- 2) The Board of Directors will establish a Life Member Evaluation Committee from within the current board members. Board members who sign the petition will be excused from the selection committee due to potential conflict of interest.
- 3) All successful candidates will require a final “mark” of 75% of the total points possible as posed on the selection ballot.
- 4) Following a successful outcome, the newly titled life member will have their name and the year of acceptance engraved on a suitable nameplate, which will be affixed to the Life Member’s plaque, which will be displayed within the clubhouse.
- 5) Life members will retain the right to vote at any Annual General or Special General Meeting of the Society and are eligible for any office in the Society. The bylaws state that all other benefits and privileges of the Society are extended to Life Members. For clarification purposes, all other benefits will not include free playing privileges and event fees.
- 6) The Life Member Evaluation Form can be found in Appendix C.

33. RAIN OUT POLICY-OPEN TOURNAMENTS (updated October 2018)

- 1) All tournaments should go forward-rain or shine. The only reason a tournament cannot continue is if the course is unplayable.
- 2) In the event that the course is unplayable, the following protocol will be observed:
 - i. Played less than five holes, an 18-hole Rain Cheque will be issued.
 - ii. Teed off on Hole 5 but has not teed off on Hole 14, a 9-hole Rain Cheque will be issued.
 - iii. Teed off on Hole 14, no Rain Cheque will be issued.
- 3) This rain check policy would also apply to rental equipment
- 4) Prizes would only be awarded in the event that 14 holes or more have been played. A refund in the form of Gift shop certificates would be provided for the prize component of the entry fee
- 5) The meal fee is non-refundable and the meal will proceed at a time no later than the originally scheduled time.

34. RAIN OUT POLICY-MEMBERS ONLY TOURNAMENTS (adopted January 2017)

- 1) All tournaments should go forward-rain or shine. The only reason a tournament cannot continue is if the course is unplayable.
- 2) In the event that the course is unplayable, the following protocol will be observed:
 - i. The meal will proceed and meal /tournament charges will not be refunded.
 - ii. Prizes will be distributed through random draw.

35. RAIN CHECK POLICY FOR GREEN FEE PLAYERS (revised October 2018)

- 1) If the customer purchases a 9-hole green fee and has:
 - i. Teed off on Hole 5, no Rain Cheque will be issued.
 - ii. Completed four holes or less, a 9-hole Rain Cheque will be issued.

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- 2) If the customer purchases an 18-hole green fee and has:
 - i. Played less than five holes, an 18-hole Rain Cheque will be issued.
 - ii. Teed off on Hole 5 but has not teed off on Hole 14, a 9-hole Rain Cheque will be issued.
 - iii. Teed off on Hole 14, no Rain Cheque will be issued.
- 3) This rain check policy would also apply to rental equipment.
- 4) In some circumstances, the Pro-Shop Staff may issue Rain Cheques at their discretion, contrary to the rules listed above.

36. **GIFT CERTIFICATES** (revised October 2018)

Gift Certificates will be properly marked and may only be used for the purchase of:

- 1) Pro Shop Merchandise
- 2) Green Fees
- 3) Golf Cart Rentals
- 4) Membership Fees

Gift Certificate have no cash value and no expiry date.

37. **CLUB TOURNAMENTS** (adopted January 2017)

- 1) Registration fees are due at time of booking.
- 2) Names will not be recorded for any event until entry fee is paid.
- 3) Tournaments will begin regardless of rain or shine-unless the course is deemed unplayable.
- 4) No refunds will be given on the day of the tournament.

38. **VOLUNTEER MEAL** (adopted October 2018)

The club will provide a basic lunch of one of the following (sandwich, hamburger, pizza, etc.) and a fountain pop for any volunteer that helps the club in the following areas:

- 1) Annual Clubhouse Spring Cleaning (4+ hours of work).
- 2) Spring Tarp removal (4+ hours of work).
- 3) Fall Tarp installation (4+ hours of work).
- 4) Special Projects as determined by Club President, Grounds Superintendent, and/or Director of Golf.

39. **TREE DONATION** (adopted October 2018)

Tree donations will be accepted at a rate of \$350 per tree. Donated trees will be planted at the discretion of the Grounds Superintendent and in a place of the Ground Superintendent's choosing. Tree donations to the Vulcan Golf and Country Club will be honoured with a plaque in the Clubhouse. Contact the Director of Golf for more information, or to make a tree donation.

40. **MARIJUANA** (adopted October 2018)

Unless otherwise restricted by Federal, Provincial or Municipal law, the Vulcan Golf and Country



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Club will permit the consumption of Marijuana on golf course property with the following exceptions: marijuana may not be consumed within ten meters of

- 1) The parking lot
- 2) The Cart Sheds
- 3) The Maintenance Sheds
- 4) The area between the clubhouse and the 1st tee, encompassed by the hedge, which includes the patio

41. **SUGGESTIONS** (adopted January 2017)

Members are encouraged to submit in writing, to the Board of Directors, any suggestions for improvements to the club policy manual.



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APPENDIX A – RATES

Cart Rentals	Price¹	Cart Contract	Price¹
Per seat – 9 holes	\$10.00	25 Rounds	\$450.00
Per seat – 18 holes	\$17.00	50 Rounds	\$550.00
		Yearly – No Limit	\$650.00
Rickshaw Pull Cart	\$5.00	Rickshaw Pull Cart Yearly	\$40.00
Golf/weekday		Golf/Weekend	
Green Fee – 9 holes	\$25.00	Green Fee – 9 holes	\$30.00
Green Fee – 18 holes	\$35.00	Green Fee – 18 holes	\$45.00
		Restricted Member – 9 holes	\$15.00
		Restricted member – 18 holes	\$30.00
Membership Fees		Golf Passes²	
Restricted – Weekday Only	\$699.00	6 Round – Weekday – 9 holes	\$150.00
Unrestricted – Full Access	\$799.00	10 Round – Weekday – 9 holes	\$250.00
Student (18-23)	\$299.00	6 Round – Weekday – 18 holes	\$210.00
Junior (13-17)	\$175.00	10 Round – Weekday – 18 holes	\$270.00
Pre-Junior (7-12)	\$75.00	6 Round – Weekend – 9 holes	\$180.00
Trail Fees – Limited	\$75.00	10 Round – Weekend – 9 holes	\$300.00
Trail Fees – Unlimited	\$100.00	6 Round – Weekend – 18 holes	\$270.00
Trail Fees – Daily	\$30.00	10 Round – Weekend – 18 holes	\$450.00
Shed Rental	\$300.00	Driving Range Annual Pass	\$100.00
Member Tournament Fees ³	\$15.00		
Locker fees/year	\$20.00		
# of member carts permitted	250	# of member carts paid	245
<p>Clubhouse Rentals are only available when Golf Course or Kitchen is not open for normal business and will not be made available during the winter months of January to March-unless Board Approval is obtained. \$25.00/Hour-minimum 4 hour rental.</p>			
<p>¹ A 5% Water Levy will be applied to all fees.</p>			
<p>² Each 6 round pass receives one free round; each 10 round pass receives two free rounds.</p>			
<p>³ Does not include meal charges.</p>			



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APPENDIX B – HOURS

Date	Hours	Notes
March	10:00am – 6:00pm	Closed Monday & Tuesday
April 1-15	9:00am – Dusk/Last Call	Closed Monday & Tuesday
April 16-30	9:00am – Dusk/Last Call	Weekday Hours
April 16-30	8:00am – Dusk/Last Call	Weekend/Holiday Hours
May	8:00am – Dusk/Last Call	Weekday Hours
May	7:00am – Dusk/Last Call	Weekend/Holiday Hours
June 1-August 31	7:00am – Dusk/Last Call	
September	8:00am – Dusk/Last Call	
October 1 - 15	9:00am – Dusk/Last Call	

Note: Hours may be reduced due to poor weather.



POLICY MANUAL

APPENDIX C – LIFE MEMBERSHIP FORM

Candidate Name: _____ Date of Application: _____

Sponsor: _____

Selection Ballot:

1. Is/was the candidate a member in good standing for that person’s entire tenure as a member?

___/15 points

2. Is/was the candidate a member of distinction who was known to volunteer an extraordinary amount of time and effort to the operation of VGCC?

___/25 points

3. Is/was the candidate a member who has made significant equipment or material donations to the operation of VGCC?

___/10 points

4. Has the candidate spearheaded any initiatives that resulted in a major positive change to the operation of the Club?

___/15 points

5. Has the candidate served at least two terms on the VGCC Board of Directors?

___/30 points

6. Has the candidate contributed to a positive Club ambiance and made others feel welcome?

___/15 points

7. Has the candidate promoted the Club in a positive light within the community?

___/5 points

8. Has the candidate demonstrated support to the Club via regular attendance at Club sponsored events?

___/5 points

___/120 points

90 points required for acceptance

The candidate is/is not awarded life member status.

Evaluation Committee members:



POLICY MANUAL

APPENDIX D – REVISION LOG

Revision	Date	Policy Committee Chair
New Document	January 12, 2017	
Revision 2	October 10, 2018	Tyler Wolfe